

# User's Guide



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v-Class Teacher  
Version 2.0

User's Manual

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# 1 Preface

Welcome to the **v-Class Teacher**!

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## 1.1 For whom this guide is intended

The information contained in this document is intended for **v-Class Teacher** users. This guide was specially elaborated for these users and help them take on and overcome difficulties in using the **v-Class Teacher** as a way of saving time, money, learning more and produce better. In plain language, it teaches the basic concepts as well as how to use the **v-Class Teacher**.

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## 1.2 Related documents

The **v-Class Teacher** is a product that is part of the **Metasys** solution.

The <http://www.metasys.com.br> site features a wide range of information on the benefits, principal technical characteristics and other important observations regarding the **Metasys** products.

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## 1.3 Comments and support

We welcome comments from users about the **v-Class Teacher** and its documents. As the product is always being revised, and new characteristics and functions are being added to the software in order to improve its quality, functionality and scope, your opinion is extremely important to us. We encourage users of **v-Class Teacher** to submit their suggestions, which may be addressed to:

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## 1.4 Nomenclature used in this document

The following nomenclature is used in this document:

**Text in bold:** for buttons, screen names, fields, and other screen components.

Examples: **OK** button; **Name** field.

**Text within quotes:** for specific names, field values, and screen options.

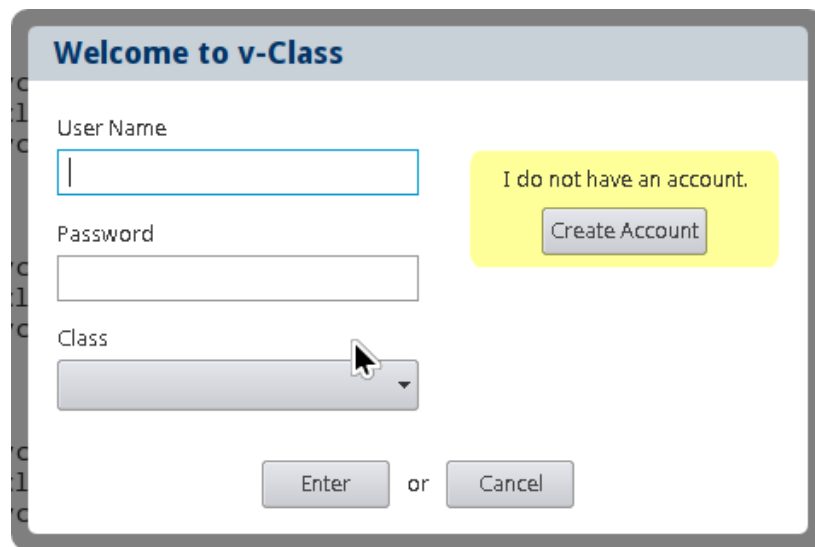
Example: Insert the "violence" value in this field.

**Text in bold and capital letters:** to refer to specific keys on the keyboard.

Examples: **ESC** key; **ENTER** key.

## 2 Profile


The image below is showing the v-Class login window



The login window is titled "Welcome to v-Class". It contains three input fields: "User Name", "Password", and "Class". The "Class" field is a dropdown menu. To the right of the input fields is a yellow box with the text "I do not have an account." and a "Create Account" button. At the bottom are "Enter" and "Cancel" buttons separated by the word "or".

### 2.1 Registering a new account

Click on the button **Create account**. The following screen will be displayed:



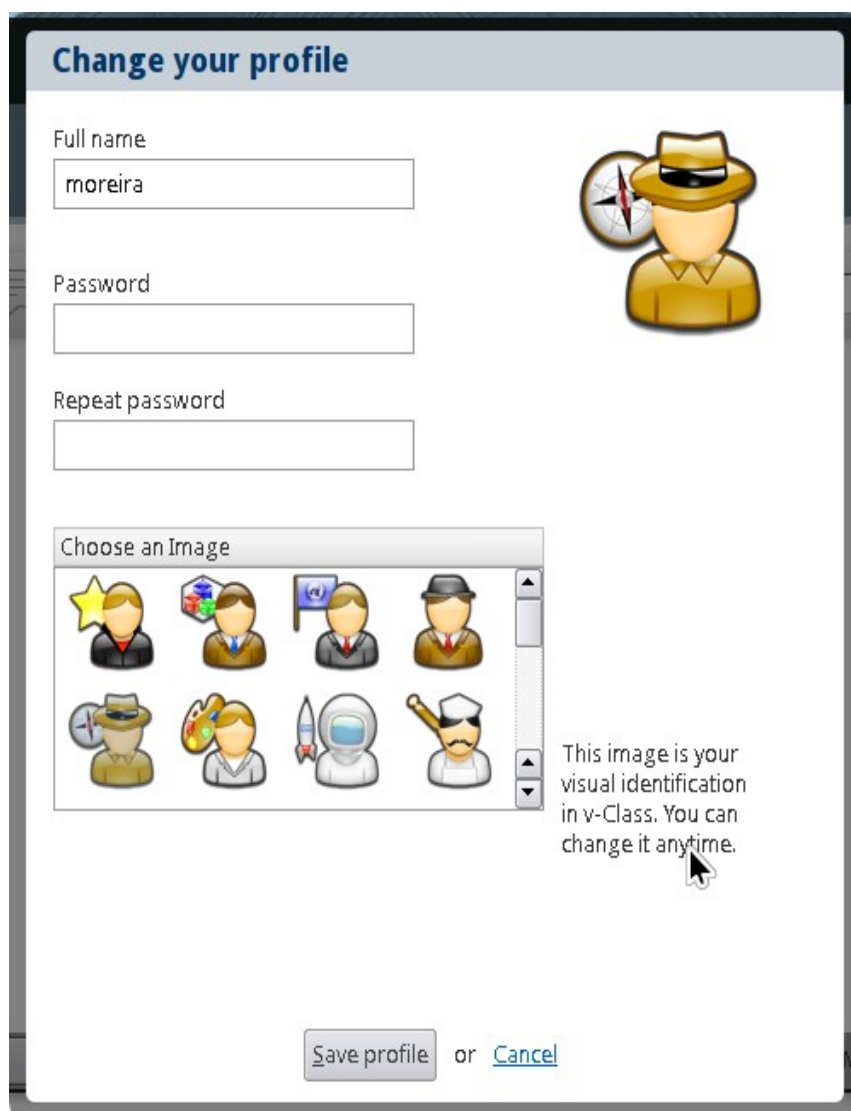
The registration window is titled "New Account". It contains several input fields: "Full name", "Username", "Password", "Repeat password", "Class name", and "Year". The "Year" field is a dropdown menu showing "2010". Below these fields is a "Choose an Image" section with a grid of eight avatars. To the right of the avatars is a text box that says "This image is your visual identification in v-Class. You can change it anytime." At the bottom are "Create account and login" and "Cancel" buttons separated by the word "or".

Fill in your full name, username, password, class name and year, click on **Create account and login** to finish.

---

## 2.2 Edit Account

On the main window click on **Edit** your profile. The following screen will be displayed:



The screenshot shows a window titled "Change your profile". It contains three text input fields: "Full name" (with the text "moreira"), "Password", and "Repeat password". To the right of these fields is a large circular icon of a person wearing a yellow hat and a compass. Below the input fields is a section titled "Choose an Image" which displays a grid of eight different avatars. To the right of the avatar grid is a text box that says: "This image is your visual identification in v-Class. You can change it anytime." At the bottom of the window, there is a "Save profile" button followed by the text "or [Cancel](#)".

Edit your profile information and click on **Update** to save the changes.

---

## 2.3 Logging to v-Class

Inform the "Username" and "Password", select the class and click the **Enter** button.




## 3 Main Window

### 3.1 View Class in Thumbnails Mode

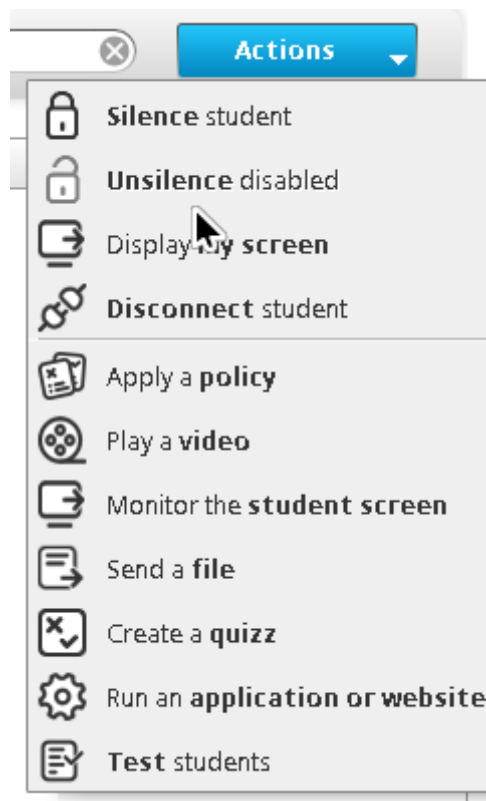
Click the Class menu to view the all students. Click on  to view thumbnails of each student screen.

### 3.2 View Class in Details Mode

Click the **Class** menu to view the all students. Click on  to change to the detailed view that display information about the network connection and battery level of the students.

### 3.3 Apply Actions to Connected Students

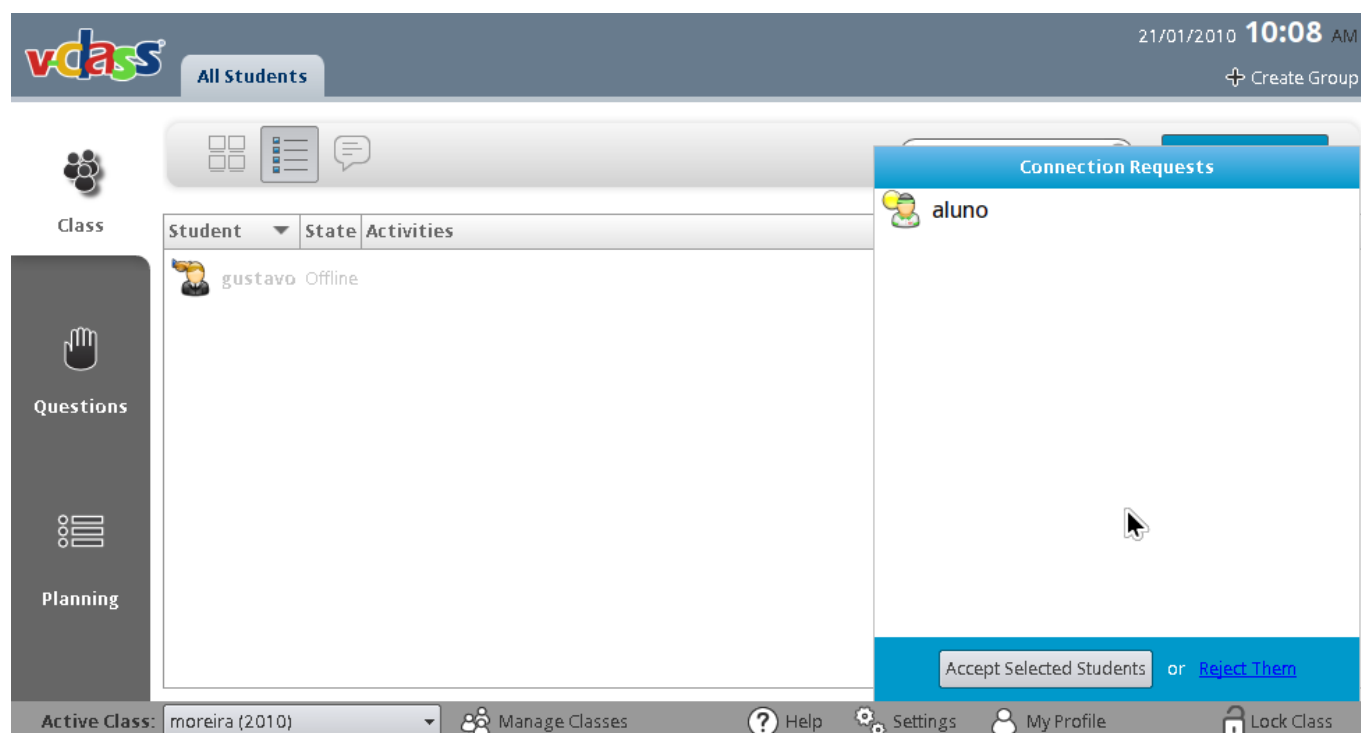
Click on **Actions** and the following menu will be displayed:



If one of the available options is selected without selecting students or a group of students the actions will be applied to all the connected students.

### 3.4 Accept a Connection request

Connection requests are displayed in the **Class** screen. Open the Class screen, and click on **Connection Requests**. The following menu will be displayed:



Select the students and click on **Accept** to add them to the class.

### 3.5 Block Class


Click the button **Lock/Unlock Class** to block or allow the students' access to the class. Note that when a class is locked the students are not allowed to disconnect.

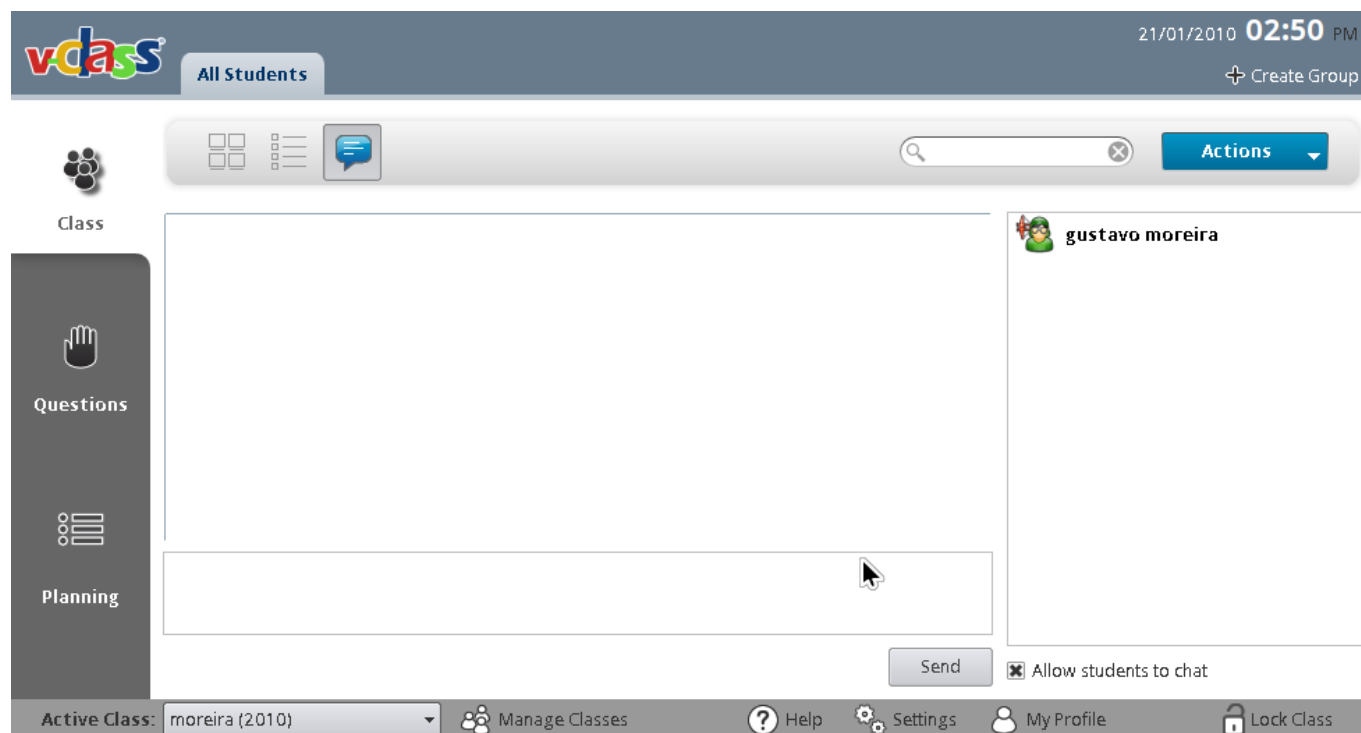
### 3.6 Access v-Class information

To access v-Class information click the program logo at the top-left corner of the screen. The following window will be displayed:

## 4 Chat Groups Functions

### 4.1 Access Chat interface

To access the Chat interface screen select **Class** and click on . The following screen will be displayed:



### 4.2 Enable Classroom Chat

All connected students can participate to chat. Enable the chat by selecting the option **Enable chat between students**.

### 4.3 Enable Workgroup Chat

The Workgroup Chat has the same features from the Classroom Chat, but the chat is restricted only to the workgroup participants. Enable the chat by selecting the option **Enable workgroup chat**.

### 4.4 Send message to workgroup

Type the message in the text field and click on **Send** or hit the **ENTER** key.

### 4.5 Send private message to other students

Select one or more students from the list by clicking over their names. Type the message in the text field and click Send or hit the **ENTER** key.

### 4.6 Monitor chat groups

To monitor all the active chats click on the respective chat group, whether the whole class or a workgroup.

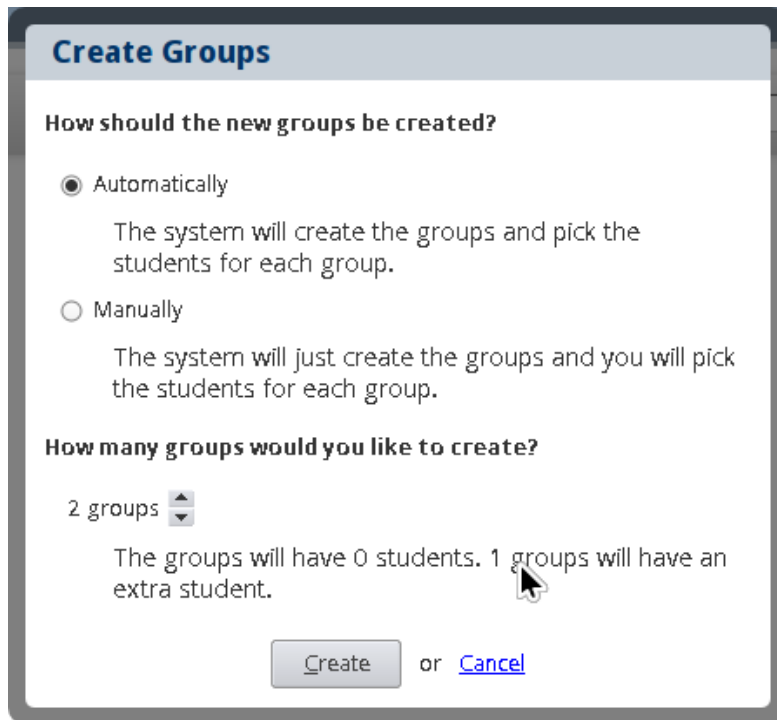
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## 5 Group Collaboration functions

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### 5.1 Create Student Groups

Click on **Create Group** located in the Class screen. The following screen will be displayed:



The screenshot shows a dialog box titled "Create Groups". It contains two sections. The first section, "How should the new groups be created?", has two radio button options: "Automatically" (which is selected) and "Manually". Below "Automatically" is the text "The system will create the groups and pick the students for each group." Below "Manually" is the text "The system will just create the groups and you will pick the students for each group." The second section, "How many groups would you like to create?", features a spinner control set to "2 groups". Below the spinner is the text "The groups will have 0 students. 1 groups will have an extra student." At the bottom of the dialog are two buttons: "Create" and "Cancel", separated by the word "or".

To automatically create a group select the option "Automatically" and inform the number of groups that will be created, click on **Create Group** to finish.

---

### 5.2 Manually Create Student Groups

Click on **Create Group** located in the Class screen. To manually create a workgroup select the option "Manually" and inform the number of groups that will be created then click on Create. Select the created group then click on Add students to this group. Select the students for each group and click on **Apply**.

---

### 5.3 Apply actions to student groups

Select the Group where you want to apply an action. Click on **Actions** and select which one will be applied to the students from the group

## 6 Questions and Answers

### 6.1 Answer questions

Access the **Questions** menu. The following screen will be displayed:

The screenshot shows the vclass interface. At the top right, the date and time are 21/01/2010 02:57 PM. Below the header, there are two tabs: 'Students questions' (active) and 'Questions history'. On the left sidebar, there are three icons: 'Class' (a group of people), 'Questions' (a hand), and 'Planning' (a list). The main area displays a notification from 'gustavo moreira' saying 'Hello!' with a '1 minutes ago' timestamp and an 'Answer' button. At the bottom, there is a bar with 'Active Class: moreira (2010)' and links for 'Manage Classes', 'Help', 'Settings', 'My Profile', and 'Lock Class'. An 'Export questions to PDF' button is located in the bottom right corner.

Select a question and click on **Answer**.

### 6.2 View Question History

Click the **Question History** tab under the **Questions** menu. The following screen will be displayed:

The screenshot shows the vclass interface with the 'Questions history' tab selected. The top bar is the same as in the previous screenshot. The left sidebar is also the same. The main area has a search bar with the placeholder 'Type a keyword...' and filters for 'Year 2010', 'Month 1', and 'Day 21'. The bottom bar is the same as in the previous screenshot. An 'Export History to PDF' button is located in the bottom right corner.

The questions can be filtered by date or keywords.

---

## 6.3 Delete Questions

Select a question and click on **Delete**.

---

## 6.4 Export Questions to PDF

Click on **Export Questions to PDF**, all the questions and answers from the current session will be saved.

## 7 File Transfer functions

### 7.1 Send file to students

To send files to all students click on **Actions** → **Send File....** Select the file and click on **Open**. To send files to only one or more students select them before sending the file.

### 7.2 Send homework file

To send homework to all students click on **Actions** → **Send File....** Select the file, check the **Mark as Homework** option and click on **Open**. To send files to only one or more students select them before sending the file.

### 7.3 Collect homework

Open the Planning menu and click on **Files**. The following screen will be displayed:

The screenshot shows the vclass File Manager interface. At the top, there's a navigation bar with tabs: Home, Files (selected), Grade book, Lesson plans, Policy Control, Test and quiz, and Videos. The date and time are 20/01/2010 02:22 PM. On the left, there's a sidebar with icons for Class, Questions, and Planning. The main area is titled 'File Manager' and contains a hint: 'Hint: Use the Homework, Sent, and Received buttons to filter the files displayed below.' Below the hint, there are filters: 'Show files: Received (selected), Sent', 'Show only homeworks' (checkbox), and 'Show files by date: All years, All months'. A table with columns Name, Transfer Date, Size, Type, Action, and Sent to/Received from is shown, but it's empty with the message 'No files transfered yet.' At the bottom, there's a 'Refresh List' button and a 'Collect Homework' button. The footer shows 'Active Class: moreira (2010)' and links for Manage Classes, Help, Settings, My Profile, and Lock Class.

Click on **Collect homework**.

### 7.4 Accept File Transfers Requests

When a file transfer requisition is received the following screen will be displayed

The screenshot shows a file transfer request dialog. It displays the filename: /home/student/Documents/moreira/legodrgn.avi and the receiver: gustavo moreira. Below this is a progress bar showing 0%. At the bottom, there are two buttons: 'Yes' and 'No'.

To accept a requisition select it and click on **Ok**.

---

## 7.5 View the File Transfer log

Open the Planning menu and click the Files icon to view the File Transfer Log.

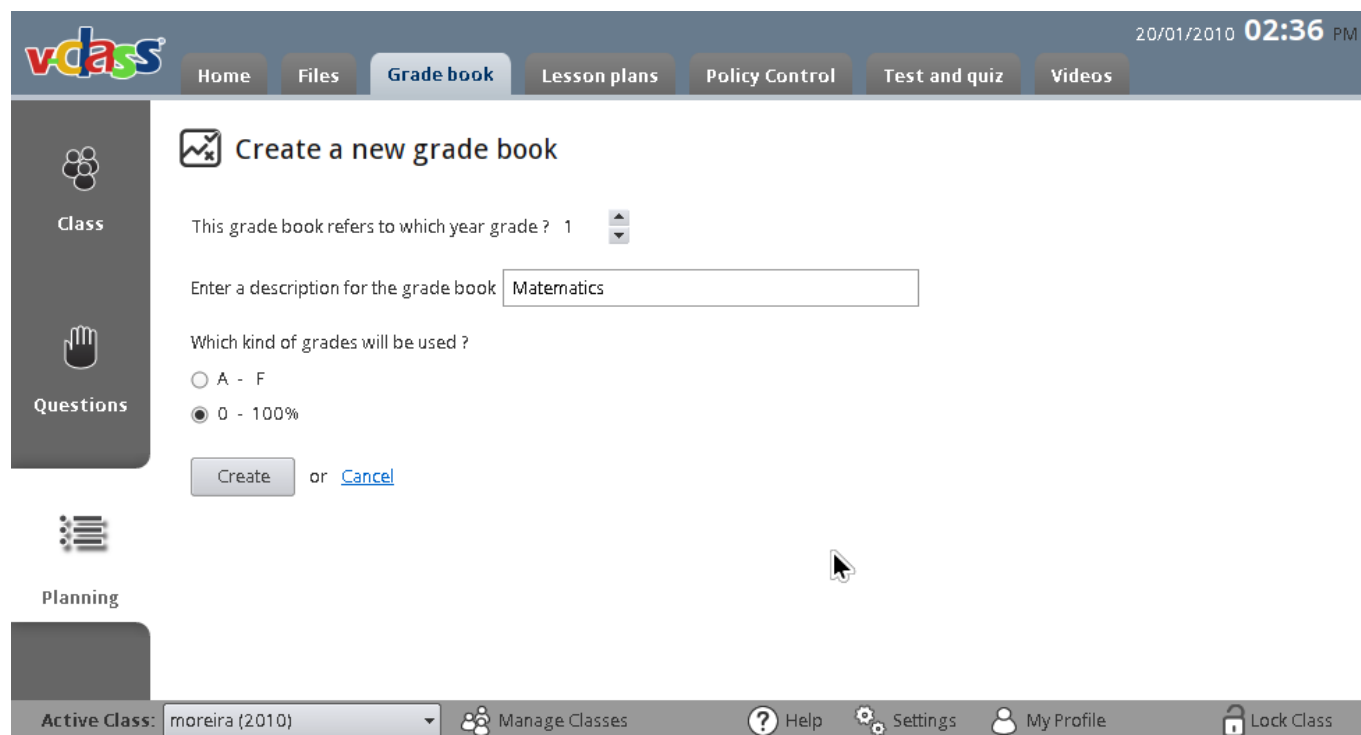
To clear the entries of received or sent files select it from the list and click on **Remove Selected**.



## 8 Grade Book functions

### 8.1 Create a Grade Book

To access the Grade Book screen click on **Planning** and click on the **Grade Book** icon. In the following screen click on **Create a new grade book**. Then, the following screen will be displayed:



The screenshot shows the vclass interface. At the top, there's a header with the vclass logo, navigation tabs (Home, Files, Grade book, Lesson plans, Policy Control, Test and quiz, Videos), and a date/time stamp (20/01/2010 02:36 PM). On the left, a sidebar contains icons for Class, Questions, and Planning. The main area is titled 'Create a new grade book' and contains the following fields and options:

- 'This grade book refers to which year grade ? 1' with a dropdown arrow.
- 'Enter a description for the grade book' with a text input field containing 'Mathematics'.
- 'Which kind of grades will be used ?' with two radio button options: 'A - F' and '0 - 100%'. The '0 - 100%' option is selected.
- 'Create' button or a link to 'Cancel'.

At the bottom, there's a footer bar with 'Active Class: moreira (2010)' dropdown, 'Manage Classes' link, 'Help' icon, 'Settings' icon, 'My Profile' link, and 'Lock Class' icon.

Select the year grade; enter a description to the grade book then click on **Create** to finish the process.

### 8.2 Edit a Grade Book

Access the Grade Book screen and click on the Grade Book that will be edited. The following screen will be displayed:

20/01/2010 02:35 PM

**vclass**

Home
Files
Grade book
Lesson plans
Policy Control
Test and quiz
Videos

Class  
  
 Questions  
  
 Planning

## Edit grade book

Mathematics 1 ▾

Insert activity

Edit activity

Remove activity

Students	Grade	verall Mean (%)
gustavo	0.00/0.00	0
Overall Mean of the class		0
Standard deviation of the class		

[back](#)

Active Class: moreira (2010) ▾
 Manage Classes
 Help
 Settings
 My Profile
 Lock Class


It is possible to modify the score of the listed activities, clique on **Save Grade Book** to finish.

### 8.3 Add activities to a Grade Book

Access the Grade Book screen and click on the Grade Book that will be edited. Click on the button **Insert Activity** an the following screen will be displayed:

☐ Test    ☒ Homework    ☐ Other

Value 0.00



Select the type of activity or select a test, inform a value for the activity and click **OK**.

## 8.4 Edit activities from grade book

Access the Grade Book screen and click over the activity name that you want to edit, then click on **Edit activity**. After changing the activity data click on **Ok**.

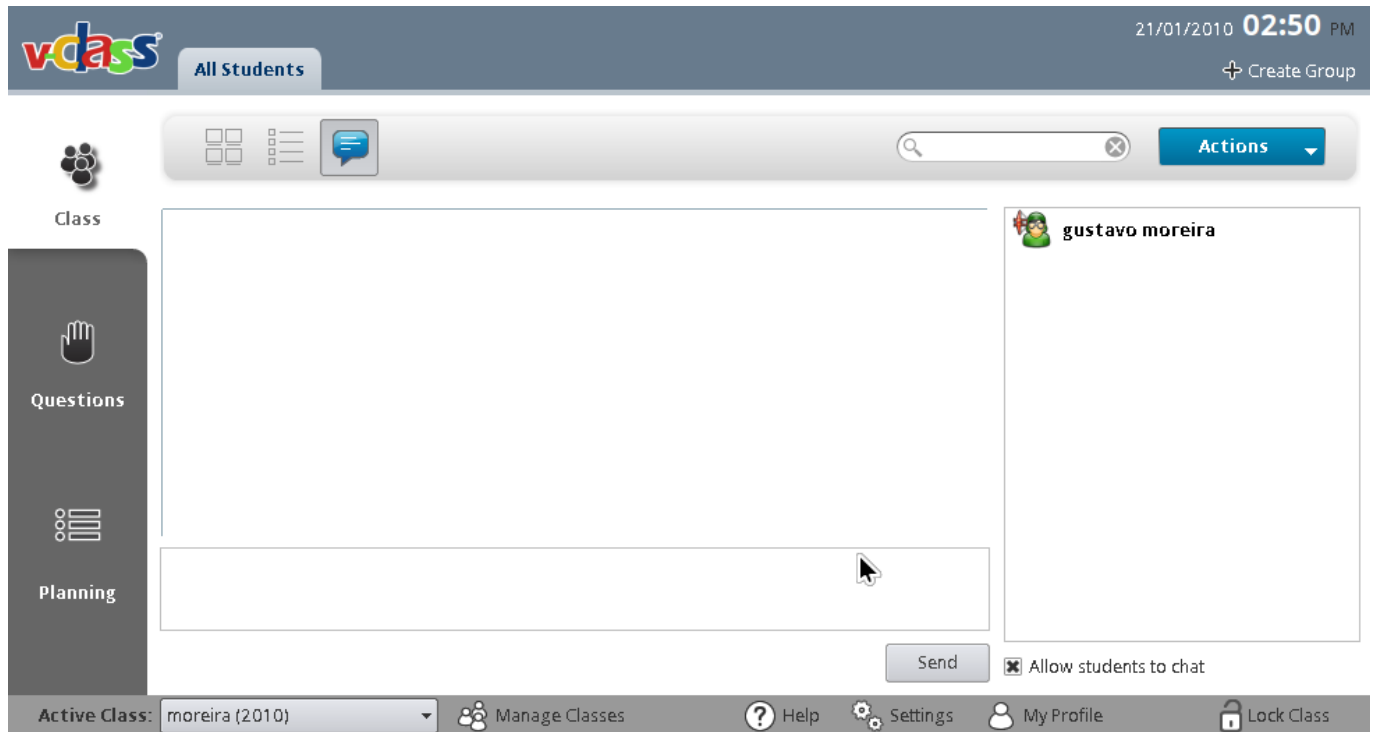
## 8.5 Remove a Grade Book

Access the Grade Book screen and select one or more Grade Books to be removed. Click on **Remove selected**.

## 9 Lesson Plan

### 9.1 Access the Lesson Plan interface

To access the Lesson Plan interface screen click on **Planning** and select Lesson Plan. The following screen will be displayed:



### 9.2 Create a Lesson Plan

Click on **Create Lesson Plan**, drag and drop the activities that will be included to the lesson plan, configure each one as you want.

### 9.3 Edit a Lesson Plan

Select a lesson plan and click on **Edit**, now you can remove or add new activities.

### 9.4 Delete a Lesson Plan

Select a lesson plan and click on Delete

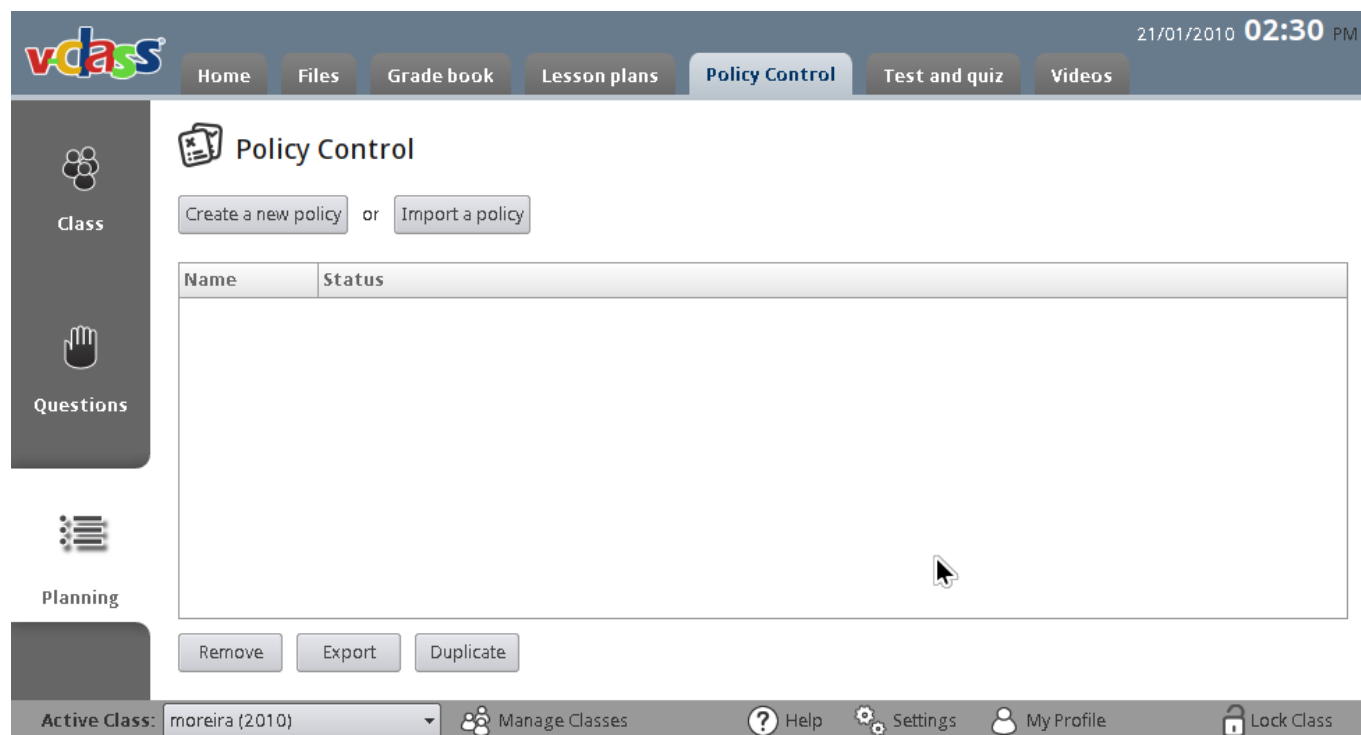
### 9.5 Apply a Lesson Plan

Access the Classroom interface, click on Actions → Apply Lesson Plan, select the lesson plan and click OK.

## 10 Policy Control

### 10.1 Access Policy Control

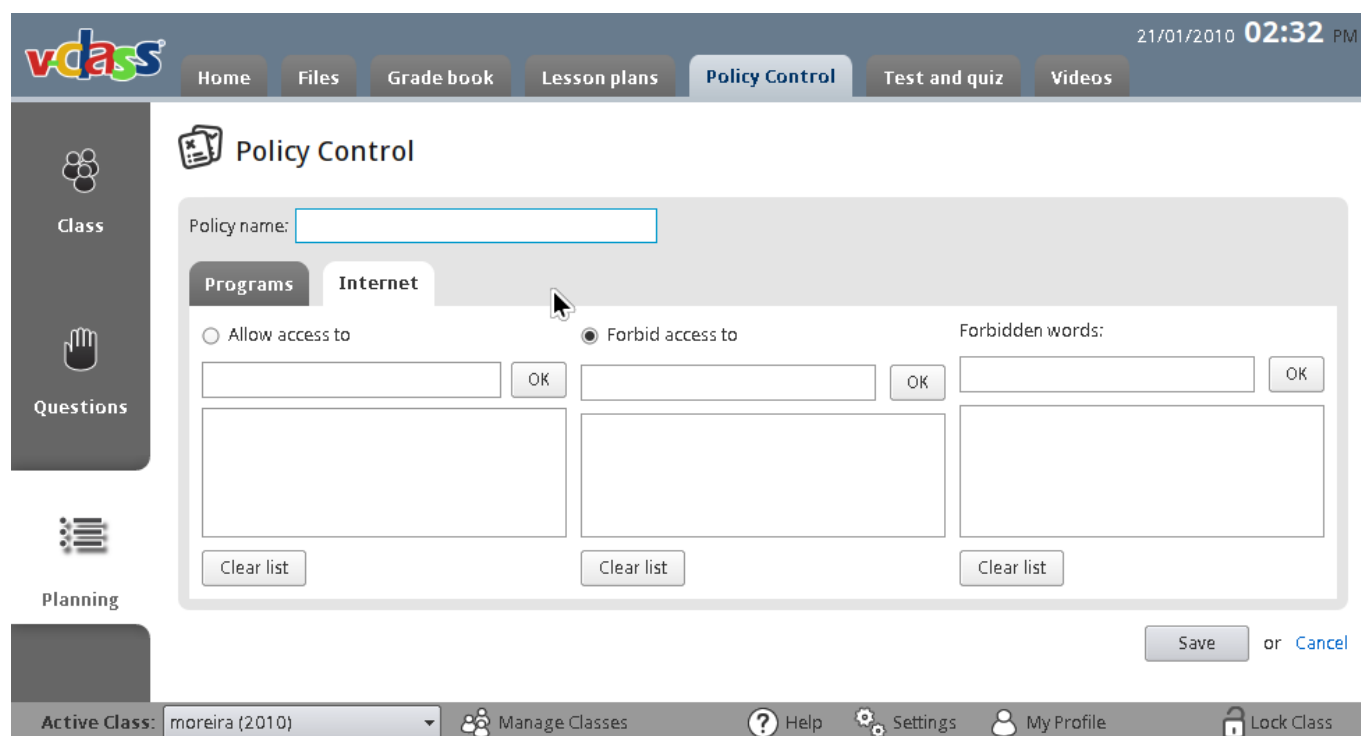
Access the Policy Control screen by clicking the **Planning** menu and then click on Policy Control. The following screen will be displayed



The screenshot shows the vclass interface with the 'Policy Control' tab selected. The top navigation bar includes 'Home', 'Files', 'Grade book', 'Lesson plans', 'Policy Control', 'Test and quiz', and 'Videos'. The left sidebar has 'Class', 'Questions', and 'Planning' (highlighted). The main area is titled 'Policy Control' and contains buttons for 'Create a new policy' and 'Import a policy'. Below these is a table with columns 'Name' and 'Status'. At the bottom of the table are 'Remove', 'Export', and 'Duplicate' buttons. The footer shows 'Active Class: moreira (2010)' and links for 'Manage Classes', 'Help', 'Settings', 'My Profile', and 'Lock Class'. The date and time '21/01/2010 02:30 PM' are in the top right.

### 10.2 Create Policy

Click on Create policy. The following screen will be displayed.



The screenshot shows the 'Create Policy' form in the vclass interface. The 'Policy Control' tab is selected. The form has a 'Policy name:' field at the top. Below it are two tabs: 'Programs' and 'Internet'. Under the 'Internet' tab, there are two radio buttons: 'Allow access to' and 'Forbid access to'. The 'Forbid access to' option is selected. There are three input fields for forbidden words, each with an 'OK' button. Below each input field is a 'Clear list' button. At the bottom right of the form are 'Save' and 'Cancel' buttons. The footer is the same as the previous screenshot, showing 'Active Class: moreira (2010)' and various navigation links. The date and time '21/01/2010 02:32 PM' are in the top right.

Configure and schedule the policy restrictions for applications and websites, click on Create when done.

## 10.3 Internet access

Click on the **Internet** tab, The following screen will be displayed:

The screenshot shows the vclass web application interface. At the top, there is a navigation bar with the vclass logo and several tabs: Home, Files, Grade book, Lesson plans, Policy Control (which is highlighted), Test and quiz, and Videos. The date and time '21/01/2010 02:42 PM' are displayed in the top right corner. On the left side, there is a vertical sidebar with icons and labels for 'Class', 'Questions', and 'Planning'. The main content area is titled 'Policy Control' and features a 'Policy name:' input field. Below this, there are two tabs: 'Programs' and 'Internet' (which is selected). Under the 'Internet' tab, there are three sections: 'Allow access to' with a radio button, 'Forbid access to' with a selected radio button, and 'Forbidden words:'. Each section has a text input field, an 'OK' button, and a 'Clear list' button. At the bottom right of the main content area, there are 'Save' and 'Cancel' buttons. The bottom of the interface has a footer bar with 'Active Class: moreira (2010)' and links for 'Manage Classes', 'Help', 'Settings', 'My Profile', and 'Lock Class'.

Add the websites that will have the access or add only the websites that will be allowed. Site content can also be blocked by content.

## 10.4 Block applications

Click on the tab **Applications**. The following screen will be displayed:

The screenshot shows the vclass Policy Control interface. The top navigation bar includes Home, Files, Grade book, Lesson plans, Policy Control (active), Test and quiz, and Videos. The left sidebar has icons for Class, Questions, and Planning. The main area is titled 'Policy Control' and shows a 'Policy name' input field. Below it are tabs for 'Programs' and 'Internet'. Under the 'Internet' tab, there's a section 'Select applications to block' with a list of applications: System Tools, Office, Development, Others, Graphics, Accessories, Media, and Internet. A 'Select All' checkbox is on the right. At the bottom right of the main area are 'Save' and 'Cancel' buttons. The bottom status bar shows 'Active Class: moreira (2010)' and links for Manage Classes, Help, Settings, My Profile, and Lock Class.

Check the applications that will be blocked when the policy is activated.

---

## 10.5 Edit Policy

Access the Policy Control screen and double click a policy from the list. Change the application, Internet usage and Schedule settings, and click on **Save**.

---

## 10.6 Import Policy

Access the Policy Control screen and click on **Import**. Browse for the policy file that will be imported and click on **Open**.

---

## 10.7 Export Policy

Access the Policy Control screen, select a policy from the list and click on **Export**. Inform the name of the exported file and click on **Save**.

---

## 10.8 Duplicate Policy

Access the Policy Control screen, select a policy and click on Duplicate.

---

## 10.9 Apply Policy

Select one or more students, under the class menu, and click on **Actions > Apply Policy**, the following window will be displayed

Select a policy to apply:

Name	Status
superespo...	Active for 0 student(s)

or [Cancel](#)

Select a policy from the list and click on **Apply**.

---

## 10.10 Remove Policy

Access the Policy Control screen, select a policy and click on **Remove**.

# 11 Manage Tests

## 11.1 Access the tests database

To open the tests database access the Planning menu and click on **Tests**. The following screen will be displayed:

The screenshot shows the vclass application interface. At the top, there is a navigation bar with tabs: Home, Files, Grade book, Lesson plans, Policy Control, **Test and quiz**, and Videos. The date and time '20/01/2010 04:34 PM' are displayed in the top right. On the left, a sidebar contains icons for Class, Questions, and Planning. The main content area is titled 'Test and quiz' and includes buttons for 'Create a new test' and 'Import a test', along with a link to 'Manage questions database'. Below these are filters for 'View tests by class: All', 'by status: All', and 'by discipline: All'. A table with columns 'Created on', 'Name', 'Status', and 'Value' is shown, but it is currently empty. At the bottom, there is a footer bar with 'Active Class: moreira (2010)', 'Manage Classes', 'Help', 'Settings', 'My Profile', and 'Lock Class'.

## 11.2 Create test

Click on **Create new test**. The following screen will be displayed:

The screenshot shows the vclass application interface with the 'Test and quiz' tab selected. The main content area is titled 'Test and quiz' and contains a form for creating a new test. The form has the following sections: 'What you would like to do?' with radio buttons for 'Create a new test' (selected) and 'Reuse an existing test'; 'Select the discipline' with a dropdown menu; 'What is the test name?' with a text input field; 'How many questions it will have?' with a dropdown menu set to '1' and a note '(you can change the number of questions later)'; and 'Would you like to insert the test's grades automatically in a gradebook?' with a dropdown menu. The sidebar and footer bar are the same as in the previous screenshot. The date and time '20/01/2010 04:38 PM' are displayed in the top right.



Check the option "Create a new test". Fill the required fields and click **Continue**. The following screen will be displayed:

Create the questions or click on **Import question** to get questions from the database to be added to the test. To finish the creation click on **Save test**.

---

### 11.3 Create test based on an existing test

Click on **Create test**. Check the option "Create from an existing test". Select one test from the list and click **Continue**.

---

### 11.4 Edit test

To edit a test, double click a test which status is Not applied. The test information and questions can now be edited. Click on **Save test** to save the modifications.

---

### 11.5 Import test

Click the button **Import test**. Check the option "Import from an existing test". Select a test and click **Open**.

---

### 11.6 Duplicate test

Select a test from the list and click on **Duplicate** to create a copy of the selected test.

---

### 11.7 Export test

Select a test from the list and click on **Export**. Select the path where the test will be saved and click on **Save**.

---

## 11.8 Correct test

To correct a test select it and click on Manual Correction. To change the correction of a test that it were corrected before click on Change correction. The following screen will be displayed after you click:

Student: gustavo  
Math 001 (0 closed, 1 opened)  
Application Date: 21/01/2010  
Teacher: moreira

Grade: 0 / 2

Question 1 2 points

1+1=?

Answer:

Teacher Comment

Grade  pts

---

## 11.9 Delete test

To delete a test, select one or more tests from the list which status is Not applied and click on Delete.

## 12 Manage Questions

### 12.1 Access the question database

Access the Planning menu and click on **Test and Quiz** then click on **Manage Question Database** and the following screen will be displayed:

The screenshot displays the 'Test and quiz' interface in the vclass application. At the top, a navigation bar includes the vclass logo, a date/time display (20/01/2010 04:25 PM), and menu items: Home, Files, Grade book, Lesson plans, Policy Control, Test and quiz (active), and Videos. A left sidebar contains icons and labels for Class, Questions (active), and Planning. The main content area is titled 'Test and quiz' and features a 'Create new question' button and a 'Manage tests' link. Below these are filters for 'View questions by discipline' and 'by type', both set to 'All'. A table with columns 'Created on', 'Question', 'Discipline', and 'Type' is shown, but it is currently empty. A 'Delete selected' button is located below the table. The bottom status bar shows 'Active Class: moreira (2010)' and links for Manage Classes, Help, Settings, My Profile, and Lock Class.

Created on	Question	Discipline	Type
------------	----------	------------	------

### 12.2 Create questions

To create new questions access the **Question Database** and click on **Create new question**. The following screen will be displayed:

vclass 20/01/2010 04:26 PM

Home Files Grade book Lesson plans Policy Control **Test and quiz** Videos

**Test and quiz**

Create Question

Select the discipline  
Select a discipline ▼

Select the question type Question score:  
Multiple choice ▼  points

Question wording

Insert: Image Video Audio

Active Class: moreira (2010) Manage Classes ? Help ⚙ Settings 👤 My Profile 🔒 Lock Class

Select or type a new discipline, choose the question type, type the question score, the wording and add multimedia content if needed. Fill the possible answers, if it is a multiple choice questions, and click on **Save question**.

## 12.3 Edit questions

To edit a question access the **Question Database** and double click the question that will be changed. The following screen will be displayed:

### Edit Question

#### Discipline

English ▼

#### Question type

Short answer ▼


#### Question score

2 points

#### Question statement

How much is 1+1?

Insert

 [Image](#)

 [Video](#)

 [Audio](#)

#### Question options

Answer

2

Save question

Cancel

Edit the question and click on **Save question** when finished.

---

## 12.4 Delete questions

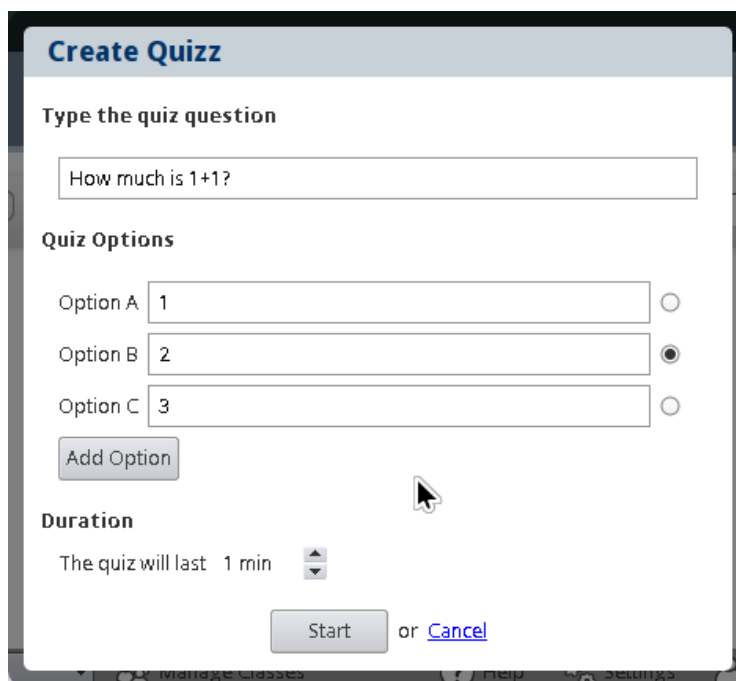
To remove one or more questions access the **Question Database** select the questions and click on **Delete selected** to remove



## 14 Instant Quiz functions

### 14.1 Creating a quiz

Access the classroom screen and click on **Actions** → **Create quiz**. The following screen will be displayed:



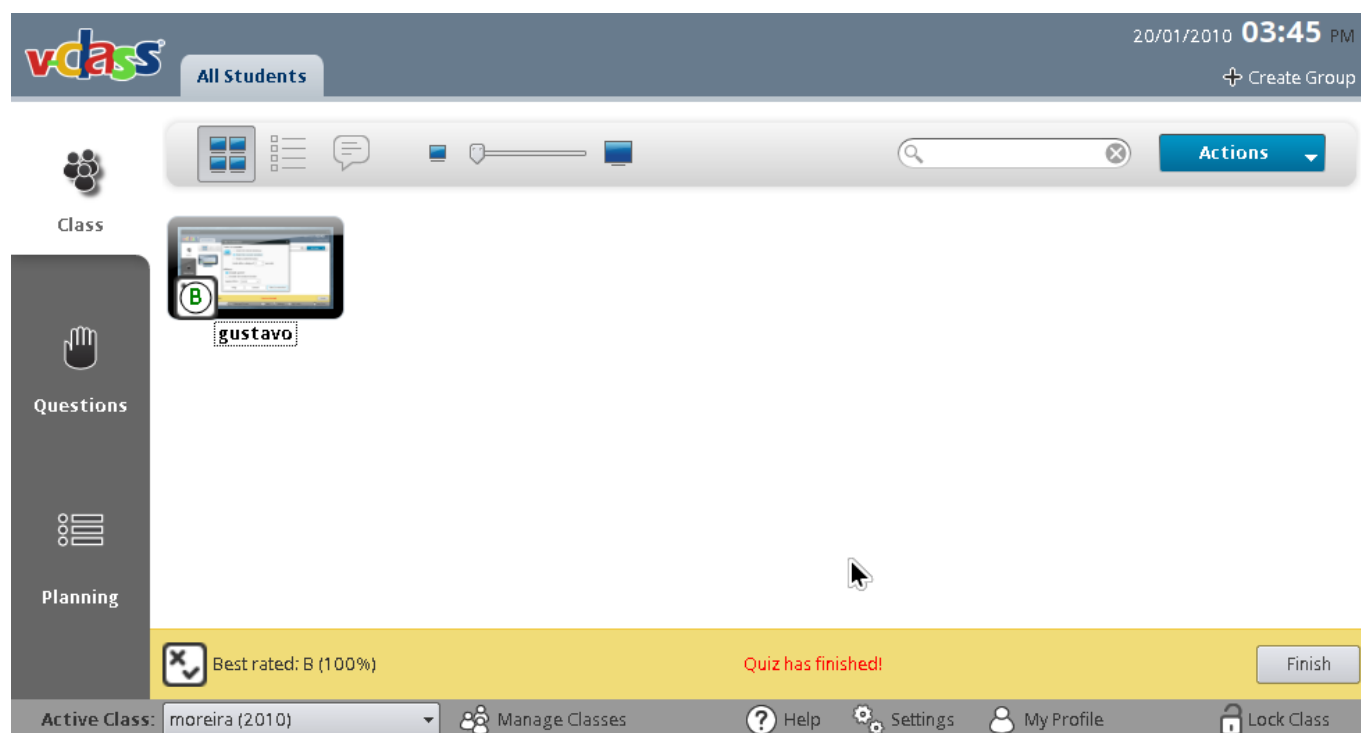
The 'Create Quiz' dialog box contains the following elements:

- Create Quiz** (Title)
- Type the quiz question** (Section header)
- Text input field: "How much is 1+1?"
- Quiz Options** (Section header)
- Option A: Input field "1" with an unselected radio button.
- Option B: Input field "2" with a selected radio button.
- Option C: Input field "3" with an unselected radio button.
- Add Option** (Button)
- Duration** (Section header)
- Text: "The quiz will last 1 min" with a spinner control.
- Start** (Button) or [Cancel](#) (Link)

Fill in the question and possible answer, to finish click on **Create**.

### 14.2 Applying a quiz

After creating a quiz, inform for how long the quiz will be available and click on Apply Quiz. The student answers are displayed in the **Class** screen as displayed below.



The vclass classroom interface shows the following components:

- Header:** vclass logo, "All Students" tab, date/time "20/01/2010 03:45 PM", and "Create Group" button.
- Toolbar:** Icons for grid, list, chat, screen, and a search bar with an "Actions" dropdown.
- Class View:** A student named "gustavo" is shown with a score of "B".
- Left Sidebar:** "Class", "Questions", and "Planning" sections.
- Bottom Status Bar:** "Active Class: moreira (2010)", "Manage Classes", "Help", "Settings", "My Profile", and "Lock Class" buttons.
- Quiz Results:** A yellow banner at the bottom states "Best rated: B (100%)", "Quiz has finished!", and includes a "Finish" button.

---

## 15 Presentation and Monitor

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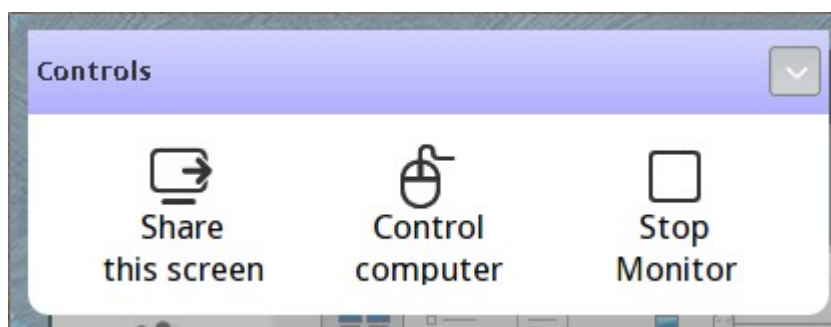
### 15.1 Display screen to the students

Access the Class screen. Click on **Actions** → **Display my screen...** select if you want to display the whole screen or just a portion and if the students will have their computers blocked. Click on Display to start the presentation. To display the screen to one or more students select them before applying the action.

---

### 15.2 Monitor student

Select the student that will be monitored. Click on **Actions** → **Monitor Student**. The following window will be displayed along with the student screen:



Click on **Control Computer** to use the student's computer or click or click on **Stop Monitor** to return to the main window.

---

### 15.3 Display student screen to other students

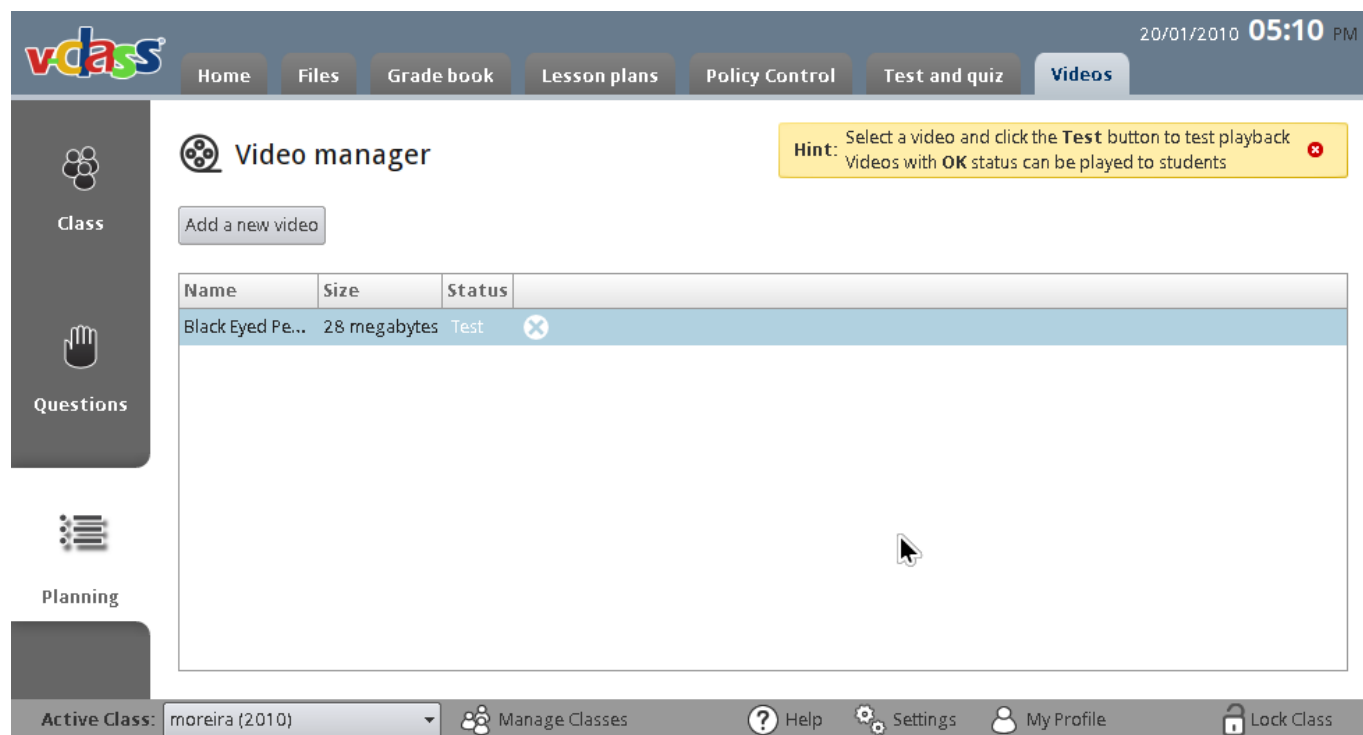
Select the student who will have the screen shared. Click on **Actions** → Monitor student and then click on Share student screen. Confirm it by clicking on OK.



## 16 Displaying a Movie functions

### 16.1 Add video to library

To access the video collection click on Planning → Video. The following screen will be displayed



The screenshot shows the vclass application interface. At the top, there is a navigation bar with tabs: Home, Files, Grade book, Lesson plans, Policy Control, Test and quiz, and Videos (which is selected). The date and time '20/01/2010 05:10 PM' are displayed in the top right corner. On the left side, there is a sidebar with icons for Class, Questions, and Planning. The main area is titled 'Video manager' and contains a yellow hint box that says: 'Hint: Select a video and click the Test button to test playback. Videos with OK status can be played to students'. Below the hint box is a table with columns: Name, Size, Status, and an action column. The table contains one row: 'Black Eyed Pe...' with a size of '28 megabytes' and a status of 'Test'. Below the table is a large empty box. At the bottom of the interface, there is a footer bar with 'Active Class: moreira (2010)' and buttons for 'Manage Classes', 'Help', 'Settings', 'My Profile', and 'Lock Class'.

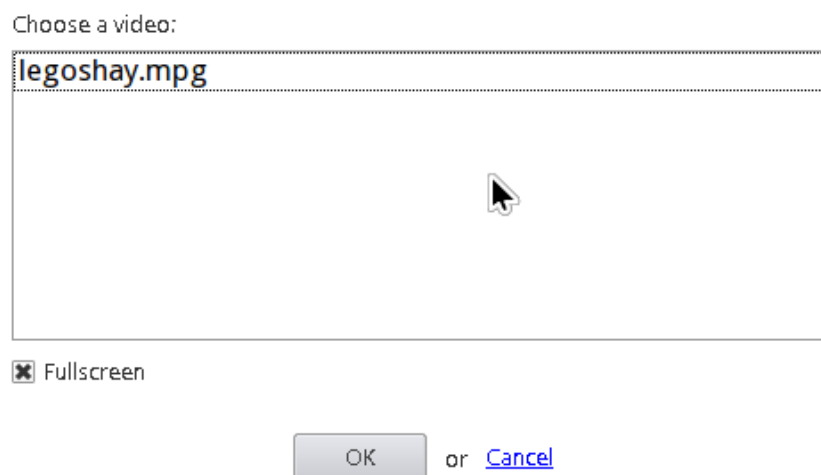
Click on **Add a new video**. Select a video and click on **Open**.

### 16.2 Test video

To test a video click on **Test**, the results will be displayed in the status column

### 16.3 Display a video to students

Select which students will watch the video, click on **Actions** → **Play a Video**. The following screen will be displayed:



The screenshot shows a dialog box titled 'Choose a video:'. It contains a list box with the video 'legoshay.mpg' selected. Below the list box is a large empty box. At the bottom of the dialog box, there is a checkbox labeled 'Fullscreen' which is checked. Below the dialog box are two buttons: 'OK' and 'Cancel'.

Select the video that you want to play and click on OK.

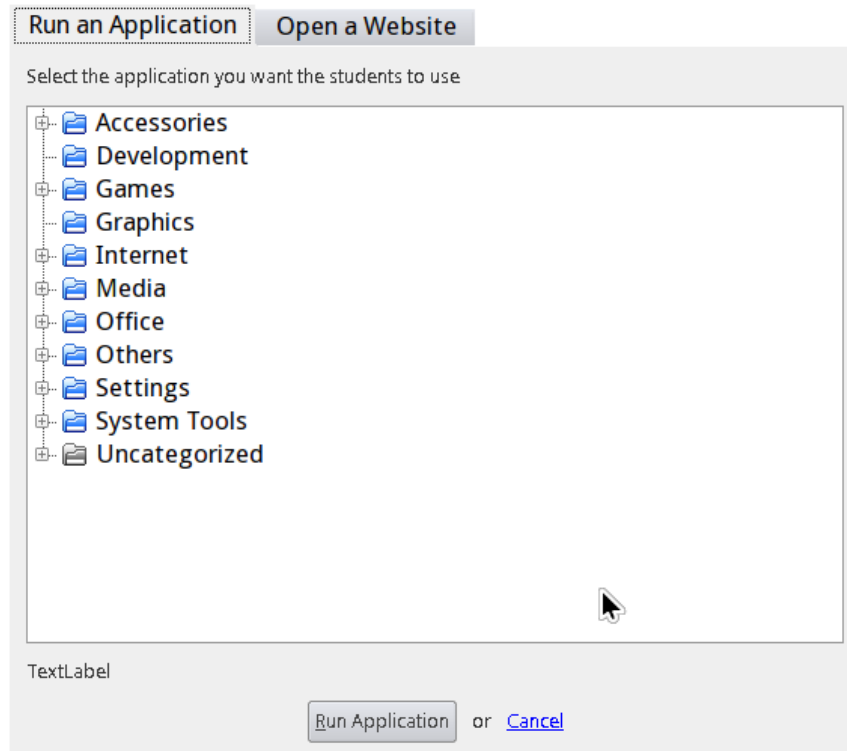
---

## 17 Remote Commands

---

### 17.1 Run application on the students' computer

Select the students where the application will be opened and click on Actions → **Run application or website**. Click the tab Run Application and the following screen will be displayed:

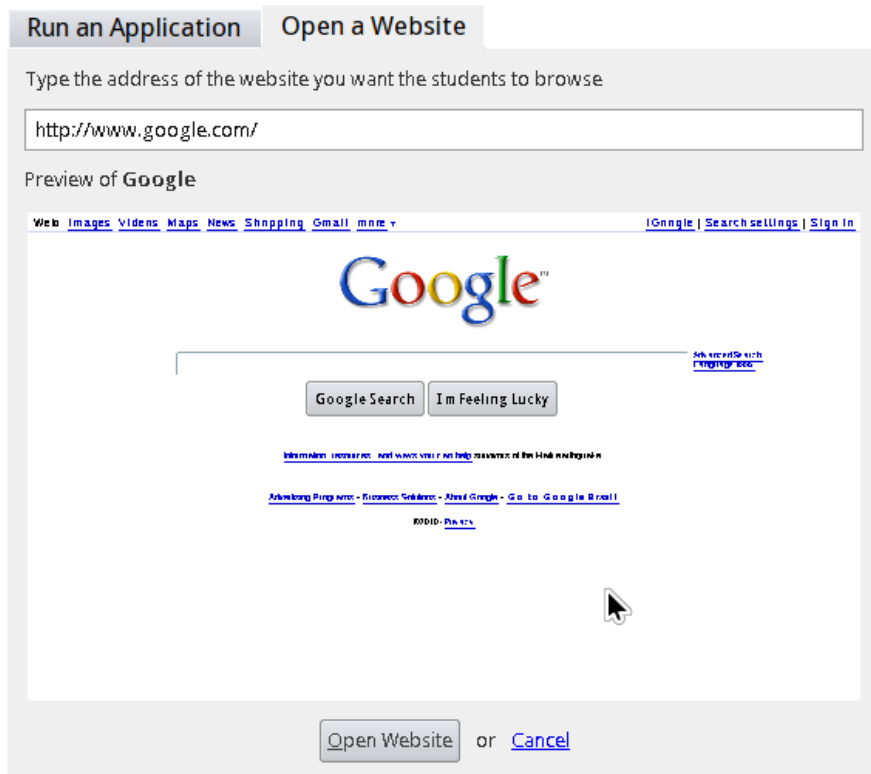


Select a program form the list and click on **Run application**.

---

### 17.2 Open website on the students' computer

Select the students where the website will be opened and click on Actions → **Run application or website**. Click the tab **Open Website**. Inform the URL and press Enter. A preview of the website will be displayed as shown below:



Click on **Open Website** to display it to the students.

---

## 18 Silence Mode

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### 18.1 Block Students's Computers

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In the main window click on Class. Select the students that you want to block or just click on **Actions → Lock Computers**. The students will now be blocked, their keyboard and mouse will be disabled.

### 18.2 Unblock Students' Computers

---

In the main window click on Class. Select the students that you want to unblock or just click on **Actions → Lock Computers** to unblock them all.

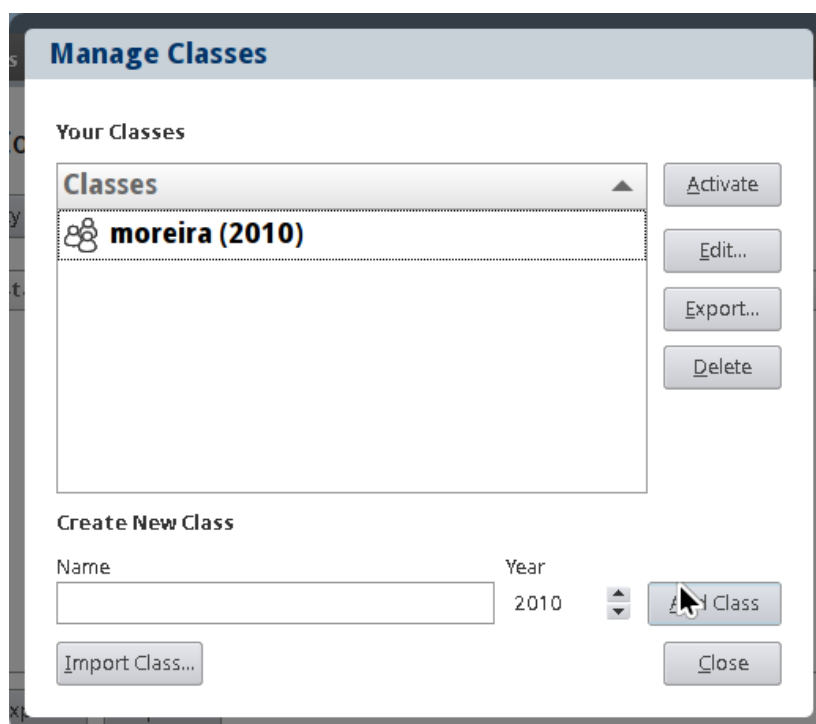
---

## 19 Managing Class Models functions

---

### 19.1 Acessar gerenciamento de modelos de classe

Click on **Manage Classes** located at the bottom of v-Class main window. The following screen will be displayed:



---

### 19.2 Activate a class model

Select a class from the list and click **Activate class**

---

### 19.3 Create a Class Model

Fill in the "Name" and "Year" fields and click the button **Add Class**.

---

### 19.4 Import a Class Model

To import a class model click on **Import Class** and select the file to be imported.

---

### 19.5 Edit a Class Model

Select a class model from the list and click on **Edit**. It is possible to change the class name, year and to remove students from the class. To change the Name or Year just fill in the new values. To remove students from the list select them and click on **Delete**.

---

### 19.6 Export a Class Model

Select a model from the list and click on **Export**.

---

### 19.7 Remove a Class Model

Select a class model from the list and click on **Delete**.

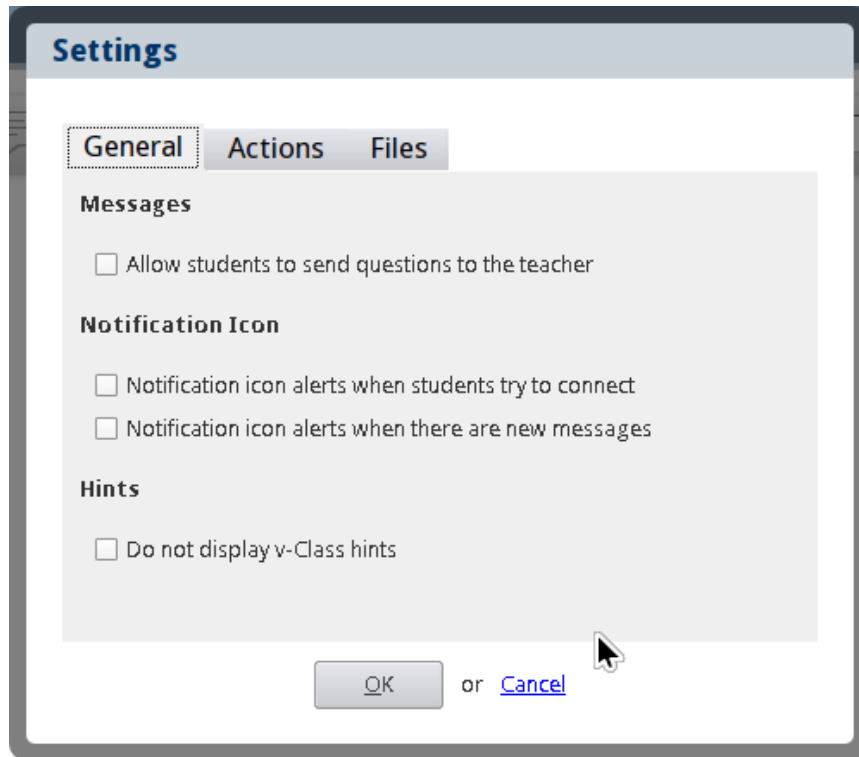
---

## 20 Settings

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### 20.1 Access the Settings Window

Click on **Settings** located at the bottom of v-Class main window. The following screen will be displayed



---

### 20.2 Enable Questions from students

In the **General** tab check the option **Allow students to send questions to the teacher**.

---

### 20.3 Enable Notifications

In the **General** tab, check the notification icon options that you want to enable. There are two notification icons, one for students' connection attempts and another for messages sent by students.

---

### 20.4 Disable v-Class Hints

In the **General** tab check the option **Do not display v-Class hints**.

---

### 20.5 Disable Confirmation Messages

In the Actions tab, check the option **Do not show confirmation messages**.

---

### 20.6 Set display message for blocked computers

In the Actions tab, type the message in the field **"Block Computer" message**.

---

## 20.7 Set directory for received files

In the **Files** tab, inform the path where the received files will be saved.

Na aba **Arquivos**, preencha o campo **Salvar os arquivos recebidos na pasta:** e clique em Ok.

---

## 20.8 Set directory in the students' computer

In the **Files** tab, inform the path where the files will be saved in the students' computers.

---

## 21 Contacts



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